

SECTION J  
DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS  
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ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

<b>Definition</b>	<b>Description</b>
Assessment	A general term referring to either a survey or inspection of a facility to determine condition.
Asset	A general term used to refer to an item, such as a component, system, building or facility, which is managed by an automated data management program.
Business Management System (BMS)	A web-based tool that provides a systematic method for the management of business processes, common practices, and process quality improvements that produce and support the most efficient and effective delivery of NAVFAC's products and services.
Competent Person	A person who has the professional experience and training necessary to identify existing and predictable hazards at a work or service environment, and who has the authority to take prompt and corrective action to eliminate or remove dangers from the environment. One who can identify existing and predictable hazards in the working environment or working conditions that are dangerous to personnel and who has authorization to take prompt corrective measures to eliminate them.
Component Inventory Management Unit (CIMU)	An organization of like-kind real property into manageable maintenance units. CIMU is a building component, group of components or component assemblies, serving a specific purpose in a facility that can be expected to follow a common and predictable lifecycle behavior. This class of non-equipment will include items such as exterior walls, exterior windows, interior finish, and roofs. This class of equipment will include items such as fan coil units, air handling units, lighting, and water closets. CIMUs can include one or more items of installed equipment typically subject to routine scheduled maintenance.
Confined Work Space	A space that is large enough and so configured that a person may bodily enter a space (such as in tanks, vessels, silos, storage bins, hoppers, vaults, pits, and like spaces where there is limited means of entry) and is hindered or restricted from escaping during an emergency.
Contracting Officer (KO)	That individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.
Contracting Officer's Representative (COR)	The individual appointed by the KO responsible for monitoring the Contractor's technical compliance and progress, relative to assigned contract(s)/orders(s), based on the contract requirements specified in the PWS and in accordance with the PAP. The COR performs a variety of contract administration duties that includes oversight of PA, documenting and rating Contractor performance, reviewing invoices, and acceptance of work. Assignment as a COR is a collateral duty typically performed by the FSCM or SPAR.
Contractor	That entity or its representative responsible for the delivery of the services or materials specified in this contract, as designated by contract award. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall insure that subcontractors comply with the provision of this contract.
Contractor Representative	That individual appointed by the Contractor, either orally or in writing, who has been assigned responsibility for executing the requirements of this contract.
Direct Material Costs	The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs shall include transportation charges when such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor. When questions arise concerning the cost of materials, material costs will be based on the lowest of quotes provided by the Contractor from at least three different commercial vendors for the direct material cost. The Government retains the right to obtain additional quotes in questionable situations. The lowest price will be used.

ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

Definition	Description
Electronic Operation And Maintenance And Support Information (eOMSI)	A set of consultant-prepared data and document files that contain detailed, as-built technical information that describes the efficient, economical and safe operation, maintenance and repair of a facility, plant, equipment or system throughout its life cycle. Generally it is prepared during construction and submitted upon completion of a new facility or major facility upgrade. eOMSI's typically include asset information, staffing and budgeting information, supply support including critical spare parts, operating procedures, troubleshooting and diagnostic guides, extended warranty data, maintenance task frequencies and documentation, technical data, repair procedures and manufacturer's product data. eOMSI data and document files are provided in electronic formats.
Equipment	Tangible asset that is functionally complete for its intended purpose, durable, and non-expendable.
Facility	A building or structure designed and created to serve a particular function.
Fixed Burden Rate (FBR)	<p>The additional costs (expressed in percent of direct material cost) for ordering, handling, and stockpiling materials and repair parts. For example, if the offeror's Fixed Burden Rate for materials in the Base Period is 10% then:</p> $\$100,000.00 + (\$100,000.00 \times 10\%) = \$110,000.00$ <p>The Government will compensate the Contractor for the required parts and materials and not the total amount shown in Schedule of Indefinite Delivery Indefinite Quantity Work.</p>
Frequency Of Service	<p>Annual (A). Services performed once during each 12-month period of the contract at intervals of 335 to 395 days.</p> <p>Biennial (B). Services performed once during each 24-month period of the contract at intervals of 670 to 790 days.</p> <p>Daily (D5). Services performed once each calendar day, Monday through Friday, including holidays unless otherwise noted.</p> <p>Daily (D7). Services performed once each calendar day, seven days per week, including weekends and holidays.</p> <p>Monthly (M). Services performed 12 times during each 12-month period of the contract at intervals of 28 to 31 calendar days.</p> <p>Quarterly (Q). Services performed four times during each 12-month period of the contract at intervals of 80 to 100 calendar days.</p> <p>Semiannual (SA). Services performed twice during each 12-month period of the contract at intervals of 160 to 200 calendar days.</p> <p>Semimonthly (SM). Services performed 24 times during each 12-month period of the contract at intervals of 14 to 16 calendar days.</p> <p>Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday, and Friday.</p> <p>Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday.</p> <p>Weekly (W). Services performed 52 times during each 12-month period of the contract at intervals of six to eight calendar days.</p>
Government Furnished Property (GFP)	Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government furnished property includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. Government furnished property also includes contractor acquired property if the contractor acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.
Infrastructure Condition Assessment Program (ICAP)	A Navy automated data management program that utilizes historical asset lifecycle data and a structured assessment process to evaluate the condition facilities and their components.

ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

Definition	Description
Inspection	A rigorous, detailed assessment of the condition of a facility performed to generate a fundable scope and cost estimate for prioritization and funding of maintenance and repair.
Job or Work Order	An authorization for work that requires planning and estimating and has an individual line of accounting for financial and performance evaluation.
Load Handling Equipment	A term used to describe cranes, hoists and all other hoisting equipment (hoisting equipment means equipment, including crane, derricks, hoists and power operated equipment used WITH RIGGING to raise, lower and/or horizontally move a load.
Maintenance And Repair	The preservation or restoration of a piece of equipment, system, or facility to such condition that it may be effectively used for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of constituent parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.
NAVFAC MAXIMO	A specially configured software version of MAXIMO®, a commercially available computerized maintenance management system (CMMS), adopted by NAVFAC for enterprise facility asset data management. The terms “MAXIMO”, “NAVFAC MAXIMO” or “Government’s MAXIMO” shall be used interchangeably in the document.
Performance Assessment	A method used by the Government to provide some measure of control over the quality of purchased goods and services received.
Performance Assessment Representative (PAR)	The individual(s) assigned as a Technical Point of Contact (TPOC) / Subject Matter Expert (SME) to the COR to perform duties as the on-site representative who assesses Contractor performance. The PAR periodically observes Contractor performance, reviews delivered services, reviews quality management corrective actions, periodically assesses and documents Contractor performance on PAWs and the MPAS, and communicates findings as necessary with the Contractor, SPAR, and COR.
Pre-Expended Bin Materials And Supplies	The minor materials and supplies that are incidental to the job, for which the total direct cost of any one material line item shown on the material estimate is \$10.00 or less. Examples of pre-expended bin materials and supplies include, but are not limited to, solder, lead, flux, electrical connectors, electrical tape, fuses, nails, screws, bolts, nuts, washers, spacers, masking tape, sand paper, solvent, cleaners, lubricants, grease, oil, rags, mops, glue, epoxy, spackling compound, joint tape, plumbers tape and compound, clips, welding rods, and touch up paint.
Property Administrator	An authorized representative of the Contracting Officer who is responsible for administering contract property requirements, terms and conditions of the contract
Property Management Program	A Government program established for the purpose of reviewing and approving the Contractor’s Property Management Plan and System through performance of a system analysis whenever government property is in the possession of the Contractor.
Quality Assurance (QA)	The planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled.
Quality Control (QC)	The observation techniques and activities used to fulfill requirements for quality.
R. S. Means	A data collection and organization system developed by R. S. Means Company which can be used to prepare accurate, dependable construction estimates and budgets in a variety of ways. The Contractor shall use the latest edition. Material prices are based on a national average and computed labor costs are based on a 30-city national average. An estimate prepared using this data is called a "Means estimate"; data may simply be referred to as "Means".
Real Property Inventory Equipment (RPIE)	A Government owned or leased individual pieces of equipment, apparatus, or fixture that are essential to the function of the real property (i.e. plumbing, electrical, heating, cooling and elevators). It is physically attached to, integrated into, and built in or on the property. Individual RPIE’s can be combined to make a CIMU to facilitate facilities management. An individual RPIE can also be a CIMU if the equipment is complex enough to require its own management planning.

ATTACHMENT J-0200000-01  
DEFINITIONS AND ACRONYMS

Definition	Description
Response Time	The time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate personnel, tools, equipment, and materials, ready to perform the work required.
Unit Priced Labor (UPL) Hour	The unit price bid by the Contractor to perform one hour of work-in-place. With the exception of direct material and construction equipment costs, the unit price includes all indirect and direct costs associated with performing work. The price includes the Contractor's hourly composite trade wage, adjusted to allow for workforce productivity; costs for pre-expended bin materials, union agreements, crew sizes, hand tools, payroll burdens and fringes, overtime, job (field) overhead (including clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance), general and administrative (home office) overhead, and profit. Additionally, time for job preparation, safety standby personnel, and similar indirect labor elements are included.

ATTACHMENT J-0200000-02  
DEFINITIONS AND ACRONYMS

Acronym	Title
ACO	Administrative Contracting Officer
BW	Biweekly
CDR	Contract Discrepancy Report
CIA	Controlled Industrial Area
CIMU	Component Inventory Management Unit
CMMS	Computerized Maintenance Management System
COR	Contracting Officer Representative
COR	Condition of Readiness
DBH	Diameter at Breast Height
DCR	Direct Condition Rating
DoD	Department of Defense
DoN	Department of Navy
DRMO	Defense Reutilization Management Office
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FSC	Facility Support Contract
FSCM	Facility Support Contract Manager
GIS	Geospatial Information System
GFE	Government-furnished Equipment
GFF	Government-furnished Facilities
GFM	Government-furnished Materials
HCA	Head Contracting Agency
ICAP	Infrastructure Condition Assessment Program
ICP	Integrated Contingency Plan
IDIQ	Indefinite Delivery Indefinite Quantity
iNFADS	Internet Navy Facilities Asst Data Store
IPM	Integrated Pest Management
IPMIS	Integrated Pest Management Information System
IPMP	Integrated Pest Management Plan
KO	Contracting Officer
LAN	Local Area Network
M	Monthly
MAP	Maintenance Action Plan
MDI	Mission Dependency Index
MEP	Mechanical, Electrical and Plumbing
MPAS	Monthly Performance Assessment Summary
MRI	Mission Readiness Index
MSDS	Material Safety Data Sheets
NAVFAC	Naval Facilities Engineering Command
NMCI	Navy Marine Corps Intranet
NOSC	Navy-On-Scene Coordinator
PAP	Performance Assessment Plan
PAR	Performance Assessment Representative
PAW	Performance Assessment Worksheet
PEO	Program Executive Officer
PM	Project Manager
PM	Planned Maintenance or Preventative Maintenance

ATTACHMENT J-0200000-02  
DEFINITIONS AND ACRONYMS

Acronym	Title
PRCSP	Permit Required Confined Space Program
PWS	Performance Work Statement
PWO	Public Works Officer
Q	Quarterly
QC	Quality Control
RPIE	Real Property Inventory Equipment
RSL	Remaining Service Life
SC	Security Clearances
SM	Semimonthly
SPAR	Senior Performance Assessment Representative
TE	Technical Exhibit
VIQ	Variation in Quantity
WBS	Work Breakdown Structure

ATTACHMENT J-0200000-03 <u>WAGE DETERMINATIONS</u>
Placeholder for Service Contract Act and Davis-Bacon Act Determinations.



ATTACHMENT J-0200000-04 <u>DIRECTIVES, INSTRUCTIONS, AND REFERENCES</u>	
<b><u>Reference</u></b>	<b><u>Title</u></b>
EM 385-1-1	U.S. Army Corps of Engineers Safety and Health Requirements
P.L. 91-596	Occupational Safety and Health Act

ATTACHMENT J-0200000-05  
INVOICE METHODS

iRAPT (WAWF) information

ATTACHMENT J-0200000-06  
MISCELLANEOUS FORMS

Please see attached.

ATTACHMENT J-0200000-09  
NAVFAC MAXIMO DATA REPORTING

PURPOSE AND OVERVIEW

The purpose of this attachment is to provide guidance on how data is to be provided by the Contractor and outline the options by which the Contractor can report Service Provider Information and Asset Information for NAVFAC MAXIMO. This document outlines options that may be utilized by a Contractor and associated NAVFAC business process and procedures for how data is to be submitted. The Contractor may review the existing options and choose the most suitable method considering their organizational constraints and resources. However it is mandatory that the Contractor choose and declare a method to provide all the required data to NAVFAC in a consistent, timely and accurate manner.

GENERAL TYPES OF DATA

**Work Order Data**

Work order data includes all necessary information for the documentation of all completed work orders, including, but not limited to, service orders, preventive maintenance (as performed under the PM program or as part of IMP), and work issued as IDIQ. Specific NAVFAC MAXIMO fields required for work order data are listed on the Service Provider Information spreadsheet provided in J-0200000-06.

**Asset Data**

Asset data includes the specific details necessary for proper identification and tracking of assets when updated for all completed work orders where an asset is repaired, replaced, installed, or otherwise affected. Specific NAVFAC MAXIMO fields required for asset data are listed on the Asset Information spreadsheet provided in J-0200000-07. When replacing existing assets, the Contractor shall change the status of the current asset which will remove it from the maintenance plan and add the new asset.

**NAVFAC MAXIMO Flat File Data Exchange**

The Contractor will utilize the data formats contained in the Service Provider Information provided in J-0200000-06 and Asset Information provided in J-0200000-07. The Contractor shall use their own internal systems to generate the flat file data into the format required. The Contractor is responsible for ensuring that data is correct and validated. If any data gets rejected the Contracting Officer will send the “rejected” data back to Contractor and the Contractor shall correct and resubmit the data. In all cases of data rejects the Contractor shall communicate with the Contracting Officer to rectify the data rejects.

**Flat File Data Validation and Preparation**

NAVFAC MAXIMO has several interfaces to assist in data transfer, many interfaces are used for multiple purposes to efficiently load or modify existing data in the system. Because of those multiple uses for each interface there are strict rules on how the data must be prepared for successful submission and loading.

The format required for flat files is detailed in the Service Provider Information and Asset Information spreadsheets described below:

- SERVICE PROVIDER INFORMATION – (Spreadsheet provided in J-0200000-06) –contains the format and data elements for submission of Work Order Information.
- ASSET INFORMATION – (Spreadsheet provided in J-0200000-07) – contains the format and data elements for submission of new or updated Asset Information.

Service Provider & Asset Information Spreadsheet Format

- Tab 1 – General Information - Version number, change log, etc.

- Tab 2 – Field Information – Field Name, Data Type, short description on field use and related information including Content Notes and NAVFAC MAXIMO Field Name.
- Tab 3 – Flat File Data Layout

The Contractor is required to validate their data prior to submission to minimize data rejects. To assist the contractor in data validation lists of appropriate reference values will be provided by the Government and updated as changes occur. The reference files contain the valid list of values in NAVFAC MAXIMO at a specific time. The value list will change/update because of work completed by the contractor, or new records added by the Government at other installations. Due to the frequent nature of changes in some tabs (i.e. new assets added or status being changed) this file will be directly transferred from a local PW Representative to the Contractor as changes occur or upon request.

Example information tabs:

- A current list of the valid Manufacturers (Company) Name values in NAVFAC MAXIMO. When adding a new asset, the contract will select the appropriate Company value so it will permit the successful asset record insert.

Company	Description	Company Type	Organization
MCQUAY	McQuay International; HVAC equipment	M	NAVFAC

- A current list of the valid Assets for the contract. The file must be refreshed periodically to reflect assets added over the contract period. Assets must be added prior to Work Order being submitted for work on the asset or the Work Order will be rejected.

Sample Reference Value “asset”

Asset	Description	Location	Parent	Rotating Item	Work Center	Site
WNY111-AHU-05	SPLIT SYSTEM #1A	WNY-111	WNY111-AHU-CIMU-02		WCCP22	10101

- For some fields, NAVFAC MAXIMO may have many valid values however the contractor will have one authorized value. Examples include SiteID, Work Center, and Contract Number. The reference values for these fields will be provided by the Government.

### Spreadsheet Flat File Submission

The Contractor will prepare data in flat files and submit in spreadsheet format to the Contracting Officer. These documents have strict requirements that must be followed to permit the successful processing by the Government to import into NAVFAC MAXIMO. The contractor is responsible to verify data against the reference values to prevent record rejects for required information. Spreadsheet flat files shall be submitted in a Microsoft Excel file format. Upon acceptance, the Government will extract the relevant data to complete the NAVFAC MAXIMO Flat File Data Exchange.

Service Provider Information Reports and Asset Information Reports submitted as spreadsheet flat-files must be prepared as follows:

The Contractor shall submit a complete work order or asset data spreadsheet by filling out all applicable portions of the Excel spreadsheet workbook after validating matching appropriate fields per provided reference files.

